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MERIT PROMOTION

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER:** 04-195 (Applicants who applied to Announcement No. 04-144 must reapply)  
**POSITION:** Director, Preservation  
**SERIES/GRADE:** PG-1410-14/15  
**SALARY RANGE:** \$85,210 - \$130,305 PA  
**ISSUE DATE:** 06/24/04  
**CLOSING DATE:** 07/09/04  
**NUMBER OF VACANCIES:** One  
**ORGANIZATION:** Office of the Managing Director, Information Dissemination/  
Superintendent of Documents, Collections Management Services  
Office of Preservation  
**GEOGRAPHIC LOCATION:** Washington, DC  
**PROMOTION POTENTIAL:** PG-15  
**DURATION OF APPOINTMENT:** Permanent  
**TOUR OF DUTY:** Shift 1  
**OPM NOTICE OF RESULTS REQUIRED:** No  
**CIVIL SERVICE STATUS REQUIRED:** No  
**AREA OF CONSIDERATION:** All Sources

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**TO BE CONSIDERED FOR THIS POSITION, APPLICANTS MUST MEET THE FOLLOWING SELECTIVE PLACEMENT FACTOR:**

Applicant must possess a post-masters degree certificate in preservation administration or completion of an equivalent post-masters degree graduate program.

**Applicant must attach a copy of the certificate, or school transcripts to support their meeting this requirement. Failure to do so will result in a loss of consideration.**

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**SUMMARY OF DUTIES/RESPONSIBILITIES:** As the Director, Office of Preservation, the incumbent plans, designs, and implements GPO's permanent collection and collection preservation policies. Determines operational records and informational processes related to collection management for storage, arrangement, retrieval, and public access to tangible and electronic federal information. Serves as the agency operational authority for the permanent collection including conversion of physical form and electronic media and formats to the most suitable alternatives and management of information associated with the location, access to, and maintenance of, digital and electronic publications at diverse storage facility sites. Develops methods and procedures for conservation, preservation, reproduction, and storage of records and evaluates decisions within the framework of permanent collection preservation policies. Serves as the expert operational liaison with the National Archives and Records Administration (NARA), other U.S. Government agencies, and the national libraries relevant to the storage and maintenance of the FDLP Collection. Conducts periodic inspections of collection storage facilities from a collection maintenance and utilization perspective and advises regarding day-to-day operations. Ensures safety and security of documents and protection against compromise. Participates in major studies related to new technologies for preservation, and issues related to management of collections in a variety of formats. Analyzes major issues in information and collections access and dissemination, and develops authoritative new approaches, methods, or standards to support information and access services. Directs or coordinates the development of contracts and agreements for meeting preservation requirements for the collection. May be called upon to serve as Contracting Officer Technical Representative (COTR) in monitoring contracts and agreements. Actively participates in library and professional association conferences and meetings, as well as FDLP conferences and meetings. Collaborates with the Service Director and the Director, Office of Library Program Planning by providing input to program policy developments that affect the permanent collection. Plans overall work of the Office by setting priorities and establishing objectives. Advises higher-level management officials on policy issues or problems related to the permanent collection and the potential or realized impact of related decisions on other organizations and programs. Develops long-range organizational goals and

objectives in work planning and execution. Evaluates the effectiveness of work and revises as necessary. Develops the operational budget for the Office and exercises delegated discretionary authority to manage, allocate and distribute funds.

**Personnel Management Responsibilities:** Review and evaluate employee performance. Provides advice, counsel, and instruction to accomplish assigned functions. Interviews and makes selections of candidates for vacant positions. Notifies appropriate union(s) of actions that affect policy, practice, or working conditions. Hears individual and group grievances and serious complaints and reviews and remedies disciplinary problems. Identifies training and development to develop Individual Development Plans (IDPs). Assures that subordinates' job descriptions are current and accurate. Keeps employees informed on affirmative action objectives and goals.

**\*Appointee may be required to serve a one-year probationary period for assignment to a supervisory or managerial position.**

**QUALIFICATIONS:** Applicant must possess 52 weeks of specialized experience equivalent to the next lower grade level. Experience must have demonstrated the ability to perform, supervise, or direct one or more of the functional areas of work covered by this series; to understand the concepts, theories, new developments, and co-relationship of information in related fields; and to maintain up-to-date information on the state-of-the-art.

All librarians must meet the requirements for professional education in library science or possess equivalent experience and education; specifically a master's degree in library science. More specifically, applicants must meet the requirements specified in paragraphs A or B below:

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; **OR**
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

**EVALUATION OF CANDIDATES:** If you meet the Selective Placement Factor, we will evaluate your application against the knowledge, skills, abilities, and other characteristics (KSAOs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration. Applicants should be specific in documenting these areas in their application materials.

On plain paper, list each of the following knowledge, skills, abilities, and other characteristics (KSAOs) separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc. related to each KSAO and this position. Please limit your narratives to one page per KSAO. KSAO summary statements that address all KSAOs together are not acceptable.

**You must also submit narrative KSAO statements with your application package. Failure to do so will result in a loss of consideration.**

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS REQUIRED FOR THIS POSITION:**

1. Expert knowledge of library science and library management, including the current technology, techniques and methodologies related to the preservation of tangible and electronic information products.
2. Ability to make decisions or recommendations significantly affecting the substance, interpretation, or development of major operational policies and processes for collection preservation, storage, and access.
3. Knowledge of a wide range of professional collection principles, practices, and familiarity with the literature concerning preservation functions and their impact on the collection.
4. Demonstrated ability to plan, design, and implement permanent collection and collection preservation policies.
5. Skill in communicating effectively, both orally and in writing when there are competing or conflicting demands.

#### **ALL APPLICANTS MUST INCLUDE THE FOLLOWING:**

Applicants may submit an Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.

**NOTE:** Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. When one application is received, it will be considered under the federal merit promotion procedures. Applicants eligible under the Veterans Readjustment Act (VRA) will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

**SELECTEES MUST SUCCESSFULLY PASS A DRUG TEST BEFORE APPOINTMENT.**

**GPO MAY PAY RELOCATION COSTS.**

**OTHER ESSENTIAL INFORMATION:**

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

**SUBMIT APPLICATION (S) TO:**

**Information Dissemination/Executive Service**

**Human Capital Department**

U.S. Government Printing Office

Human Capital Department, Room C106, Stop: HCD

732 North Capitol Street NW

Washington, DC 20401

FAX (202) 512-1292 **OR**

E-mail to: [recruitment@gpo.gov](mailto:recruitment@gpo.gov) (Applicants must specify the job title and announcement number in the subject line)

**FOR ADDITIONAL INFORMATION CALL:**

(202) 512-1178

TDD (202) 512-1519

***\*THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES\****

***\*THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER\****